

75 B

NCR-47-23

LIBRARY
CURRENT SERIAL RECORD

SEP 8 1947

Issued August 1947

U. S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
AGRICULTURAL CONSERVATION PROGRAMS BRANCH

INSTRUCTIONS FOR PREPARATION AND HANDLING OF APPLICATIONS FOR PAYMENT
UNDER THE 1947 AGRICULTURAL CONSERVATION PROGRAM (APPLICABLE IN ILLINOIS,
INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, NEBRASKA, OHIO, SOUTH
DAKOTA, AND WISCONSIN)

CONTENTS

	<u>Page</u>
<u>PART I. General Instructions</u>	1
A. General plan	1
B. Preparation of list of eligibles	2
C. Corrections and suspensions	2
D. Initialing of corrections	2
E. Negative numbers	3
F. Fractions	3
G. Practices which tend to defeat purpose of program	3
H. Depriving others of payment	3
I. Failure to carry out approved erosion control measures	3
J. Failure to maintain practices under previous programs	4
K. Breaking out permanent vegetative cover ...	4
L. Limitations of ACP payment to \$10,000	4
M. Assignments and indebtedness to United States Government	4
<u>PART II. Entries on Form ACP-157</u>	5
A. General	5
B. Entries on ACP-157	8
<u>PART III. Computations on Form ACP-157</u>	11
<u>PART IV. Practices carried out under pooling agreements</u>	17
<u>PART V. Signature of applicants and certification of county committee</u>	18
A. Signature of applicants	18
B. Certification of county committee	20
<u>PART VI. Transmittal of forms</u>	20
<u>PART VII. Handling of suspended cases</u>	21

PART I. GENERAL INSTRUCTIONS

A. General plan. - Form ACP-157, Application for Payment will be used as a computation sheet and application for payment under the 1947 Agricultural Conservation Program. Forms ACP-157 will be prepared and computed in the county offices and transmitted to the State office. The State office will spot check Forms ACP-157 received from the county offices. Thereafter payments will be scheduled and certified and the schedule forms and Forms ACP-157 transmitted to the appropriate Preaudit Offices. A complete check of Forms ACP-157 and the schedule forms will be made in the General Accounting Preaudit Office. Work should not be started on Forms ACP-157 until such work has been authorized by the State committee.

A Form ACP-157 will be prepared for each farm in the county for which a farm plan was signed by the final date for signing farm plans and a performance report was filed by February 1, 1948 showing that approved practices were carried out during the program year, except those farms for which the payment earned is \$200.00 or more (no small payment increase applicable), the entire payment was earned by conservation material or services furnished by the Field Service Branch, and the cost to the Field Service Branch of the conservation materials or services furnished and used during the program year is equal to the payment earned.

The State and county code and farm number and data for approved practices will be entered on ACP-157 from NCR-47-17, Notice of Approved Practices and Report of Performance. Assignment and set-off entries will be made from the ACP-69 file and the register of indebtedness. Thereafter computations on ACP-157 will be completed.

As Forms ACP-157 are completed, they should be submitted for signature to all applicants who are interested in the payments on the farm and who will sign ACP-157. Where more than one person has an interest in the farm and it is not possible to obtain in a reasonable length of time the signature of one of the applicants who should sign ACP-157, the reason for the failure of the applicant to sign should be entered on the line for his signature and a supplemental ACP-157 should be prepared unless it is definitely known that the applicant will not sign the application. The supplemental ACP-157 will be prepared in the same manner as the original ACP-157, except the letter "X" should be entered after the serial number, and the word "Supplemental" should be entered in the heading. A copy of the supplemental ACP-157 will be attached to the original when it is forwarded to the State office. In these cases all entries for indebtedness, assignments, and payments on lines 13 and 14, section III on the original ACP-157 for the applicant who does not sign the original ACP-157 should be deleted and entered on the supplemental ACP-157. The original and one copy of the supplemental ACP-157 will be kept available for the applicant to sign at some future date.

When applications are signed by applicants, a member of the county committee will sign the county committee certification and the applications will be listed on RF-10, Revised, and forwarded to the State office with all copies and carbon paper intact. Supplemental Forms ACP-157 may be listed on RF-10, Revised, with original Forms ACP-157, however, the supplementals should be listed in a separate column from the originals and identified as supplementals.

When Forms ACP-157 have been accepted and spot checked in the State office, payments to applicants will be scheduled and certified and the schedule forms, together with the original and copies of Forms ACP-157 and the copies of the supplemental Forms ACP-157 for applicants failing to sign ACP-157, will be released to the General Accounting Presaudit Office. The General Accounting Presaudit Office will review Forms ACP-157 and the schedule forms. Suspended forms ACP-157 and copies of approved Forms ACP-157 will be returned to the State office. One copy of each ACP-157 will be returned to the county office and the remaining copy will be filed in the State office.

B. Preparation of list of eligibles. - The preparation and use of RF-7 will be optional with the State committee.

C. Corrections and suspensions - Whenever possible errors on ACP-157 will be corrected on the original and on the copies of the form by the State office. If an error is of a type which the State office is not authorized to correct, the suspended form will be returned to the county office for correction together with a copy of RF-4 if suspended in State office or the presaudit difference statement if suspended in the Presaudit office. The copy of RF-4 or presaudit difference statement should not be detached in the county office and must accompany ACP-157 when it is resubmitted to the State office.

D. Initialing of corrections. - The following changes on ACP-157 must be initialed by a member of the county committee who certified the form:

1. Changes in basic data which increase the applicant's payment if the final payment in line 15, section III, was corrected on the basis of such changes.
2. Changes which increase the amount of an assignment, if the final payment in line 15, section III, was corrected on the basis of such changes.
3. Material changes in printed name or address of the applicant or assignee. The addition of a middle initial to a name is not a material change. The addition of a route or street number to an address is not a material change.

4. Changes, deletions, or insertions of basic data or information on applications returned from the State office for verification or correction. If the preaudit difference statement indicates that a statement of explanation will be required for certain types of changes and such change is made, a statement explaining the change should be prepared, signed by a member of the county committee, and attached to the application for payment.

If the member of the county committee who originally certified the application is not available, another member of the county committee shall certify such form and initial the changes.

E. Negative numbers. - Whenever a computation results in a negative number enter zero (0) and not the negative number.

F. Fractions. - All computations will be carried to two decimal places beyond the number of decimal places required in the result, and rounded back to the required number of decimal places. In rounding, if the digits beyond the required number of decimal places amount to ".50" or less, they will be dropped, and if such digits amount to ".51" or more, the last-required decimal place will be increased by "1." For example, if the result of a computation is —

1. 8.4750; enter 8.47
2. 8.4751, enter 8.48

All computations involving amounts of money will be rounded to two decimal places. Except as otherwise indicated, all other computations should be rounded to one decimal place.

G. Practices which tend to defeat purposes of program. - If it is determined by the county committee that a person who makes application for payment has adopted any practice which tends to defeat any of the purposes of the 1947 or previous programs, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

H. Depriving others of payment. - If it is determined by the county committee that a person who makes application for payment has employed any scheme or device, the effect of which would be or has been to deprive any other person of any payment under the program, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

I. Failure to carry out approved erosion control measures. - If it is determined by the county committee that a person has been negligent and careless in his farming operations by failing to carry out approved erosion control measures on land under his control, there shall be attached to such person's application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

J. Failure to maintain practices under previous programs. - If it is determined by the county committee that any conservation practice carried out under previous programs was not maintained in accordance with good farming practices or the effectiveness of any such practice was destroyed in 1947, a deduction shall be made from the payment of the person responsible for destroying or not maintaining the practice. The extent of the practice destroyed or not maintained and the 1947 credit rate for the practice shall be entered in section III of ACP-157 and the deduction made in the same manner as for other types of indebtedness. If there is no 1947 credit rate for the practice, the credit rate for the year in which the practice was performed shall be used. There shall be attached to the application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

K. Breaking out permanent vegetative cover (specified counties in Nebraska and South Dakota). - If it is determined by the county committee that native sod or other permanent vegetative cover was broken out in 1947 without the approval of the county committee and that the land broken out is not suited to the continuing production of cultivated crops and will become a wind erosion hazard to the community, a deduction at the rate of \$3 per acre shall be made from the payment of the person responsible for breaking out the land. The acreage so broken out and the rate of deduction shall be entered in section III of ACP-157 and the deduction made in the same manner as for other types of indebtedness. There shall be attached to the application when it is submitted to the State office a statement setting forth the facts of the case signed by a member of the county committee.

L. Limitation of ACP payment to \$10,000. - Where necessary the State office will reduce the gross ACP payment to any person to keep his payments within the \$10,000 limit. Where part or all of the gross payments due under any application cannot be made because of the \$10,000 limitation, the State office will enter a statement in the margin of the county office copy of the application before it is returned to the county office, setting forth the fact that the gross payment was reduced because of the \$10,000 limitation.

M. Assignments and indebtedness to the United States Government. - The county office will maintain a file of the names of persons who have assigned all or a part of their agricultural conservation payments and a file of the names of persons who are indebted to the United States Government from which files the county offices will make entries for assignments and indebtedness on applications for payment. The assignment file will consist of Forms ACP-69, Assignment of Payment under the 194__ Agricultural Conservation Program, on which payments under the 1947 Agricultural Conservation Program have been assigned. The indebtedness file shall consist of Form ACP-64, Request for Conservation Materials and Services, Form ACP-128, Purchase Order for Conservation Materials or Services, RF-12, Record of Indebtedness, FCI-223, Record of Note Transactions, and FCI-22, Acreage Report, or other form on which crop insurance indebtedness is listed.

Entries for assignments will include the name of the assignee, followed by the word "assignee," the address of the assignee, and the unpaid amount of the assignment. If part of the assignment was liquidated on a previous ACP-157, enter the unliquidated amount of the assignment.

Entries for set-offs shall be made in accordance with the procedure in Part I, APS-County-1, Revised. A tentative notation indicating that the set-off has been made should be entered on the record of the indebtedness.

When copies of Forms ACP-157 are returned to the county office, such forms should be examined to determine whether deductions for assignments and set-offs have been made. If any question arises as to whether a deduction was made, the voucher continuation sheet should be examined. Where a set-off has been made credit entries should be made on the debt record. There should be shown the amount set off (\$40.12), the application number (42-061-1-101), and the name of the program (1947 ACP). If the entire debt is satisfied, the debt card will be placed in the dead file after credit entries have been made. In the case of a partial satisfaction of the indebtedness, credit will be made on the debt cards and they will be replaced in the live file. After an assignment has been completely liquidated on an application, the ACP-69 should be removed from the live file and placed in the dead file. In the case of a partial liquidation, a credit entry should be made on ACP-69 and the ACP-69 should be replaced in the live file if the assignor will receive payment on other farms in the county under the 1947 ACP program, otherwise such Form ACP-69 should be placed in the dead file.

PART II. ENTRIES ON FORM ACP-157

A. General. - 1. All entries on ACP-157 will be made with indelible pencil or typewriter. In order to facilitate the scheduling of payments, it is preferable that entries for State and county code and farm number and the name and address of the applicant be typed. Where it is necessary to correct an entry, the incorrect entry should not be erased, but a line should be drawn through the incorrect entry and the correct entry written immediately above or in the nearest available space.

2. Where more than two persons share in the payments for a farm, additional sets of ACP-157 will be necessary. Where two or more sets of ACP-157 are used, enter on the forms other than the first set, only the State and county code, farm number and data for section III, columns F to I, inclusive, and applicable indebtedness and assignment information. Also enter in the heading above section III of each set of the form, the number of the set and the total number of sets. For example, "Sheet No. 1 of 3," "Sheet No 2 of 3" etc.

3. No Form ACP-157 will be prepared in those cases where the payment earned by each applicant is \$200.00 or more (no small payment increase applicable), the entire payment was earned by conservation materials or services furnished by the Field Service Branch, and the cost to the Field Service Branch for the conservation materials and services used during the program year is equal to the payment earned.

4. For the purpose of this procedure the following practices are considered as priority practices:

- a. Practices carried out with conservation materials or services in Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, and Wisconsin (Minimum assistance States);
- b. Dams and Reservoirs for Livestock Water or Irrigation in specified counties in Ohio;
- c. Local Conservation Practices in Minnesota; and
- d. Standard Terraces, Contouring Intertilled crops, Contour Farming of Drilled or Close Sown Crops, Contour Strip-cropping, Constructing and Establishing Sod Waterways, Dams and Ponds for Livestock Water, and Tree Planting in Champaign, Macon, and Piatt Counties in Illinois.

Entries for priority practices should be made first and a blank line should be left between the entries for priority practices and the entries for non-priority practices unless the payments for all practices on the farm are to be divided in the same manner.

5. (Applicable in Missouri, Nebraska, and South Dakota). If part of a practice was carried out with conservation materials or services furnished by the FSB for the 1947 program and a part of the same practice was carried out with cash materials or services, separate entries will have been made for each part of the practice on NCR-47-17. However, if the person or persons to whom the materials or services were furnished are entitled to the same shares in the part of the practice carried out with materials or services furnished by the FSB and in the part of the practice carried out with cash materials or services, the total extent of the practice performed or the total extent of the practices approved, whichever is the smaller, should be entered on one line in column B of ACP-157 and the practice should not be identified as a "CMS" practice. For example, if 20 tons of lime were approved, 15 tons of lime were furnished to John Doe, and 10 tons of cash lime were applied by John Doe, he would be entitled to 100 percent of each part of the practice and the full extent of the practice approved, 20 tons, should be entered in column B on one line.

If the person or persons to whom the materials or services were furnished are not entitled to the same shares in the part of the practice carried out with materials or services furnished by the FSB for the 1947 program and in the part of the practice carried out with cash materials or services, separate entries must be made for each part of the practice, unless that part of the practice carried out with materials or services furnished by the FSB is equal to the total extent of the approval for the practice. For example, if 20 tons of lime were approved, 15 tons of lime were furnished to John Doe, and 10 tons of cash lime were applied by Richard Roe, separate entries must be made. The entries for the 15 tons of lime furnished to John Doe should be made first and the letters "CMS" should be entered to the left of column B on the same line. The

entries for 5 tons of cash lime should be made on the next line and the word "Cash" should be entered to the left of column B on this line. In such cases the entry to be made in column B for the cash part of the practice is (1) the number of units carried out with cash materials or services or (2) the number of units approved for the practice minus the number of units carried out with CMS materials or services, whichever is the smaller.

6. (Applicable in Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, and Wisconsin). - If part of a practice was carried out with conservation materials or services furnished by the FSB for the 1947 program and a part of the same practice was carried out with cash materials or services, separate entries will have then been made for each part of the practice on NCR-47-17. However, if the payments for all practices carried out on the farm are to be divided in the same manner, the total extent of the practice performed or the total extent of the practice approved, whichever is the smaller, should be entered on one line in column B of ACP-157 and the practices should not be identified as "CMS" practices. For example, if 20 tons of lime were approved, 15 tons were furnished to John Doe, 10 tons of cash lime were applied by John Doe, and he is entitled to 100 percent of the payment for other practices carried out on the farm, the full extent of the practice approved, 20 tons, should be entered in column B on one line.

If the payments for all practices carried out on the farm are not to be divided in the same manner, separate entries must be made for the part of the practices carried out with materials or services furnished by the FSB for the 1947 program and the part of the practice carried out with cash materials or services. For example, if 20 tons of lime were approved, 15 tons of lime were furnished to John Doe, and 10 tons of cash lime were applied by Richard Roe, separate entries must be made for each part of the practice. The entries for the 15 tons of lime furnished to John Doe should be made first as a priority practice and the letters "CMS" should be entered to the left of column B on the same line. The entries for 5 tons of cash lime should be made on another line as a non-priority practice and the word "Cash" should be entered to the left of column B on this line. In such cases the entry to be made in column B for the cash part of the practice is (1) the number of units carried out with cash materials or services or (2) the number of units approved for the practice, minus the number of units carried out with CMS materials or services, whichever is the smaller.

7. If one person on the farm has a different share in one part of a practice than he has in another part of the same practice, separate entries will have been made for each part of the practice on NCR-47-17. However, unless separate entries must be made for the different parts of the practice because part was carried out with materials or services furnished by the FSB and part was carried out with "Cash" materials or services (see paragraph 5 or 6 above, whichever is applicable), the total extent of the practice performed or the total extent of the practice approved, whichever is the smaller, should be entered on one line in column B of ACP-157. Where separate entries for the practice are not made, weighted

percentage shares for persons sharing in the practice should be determined and entered in columns F and H. For example, if John Doe has a 100 percent interest in 15 units of a practice and a 50 percent interest in 10 units of the same practice, and Richard Roe has the other 50 percent interest in the 10 units of the practice, John Doe would be entitled to 80 percent of the entire payment for the practice and Richard Roe would be entitled to the remaining 20 percent of the payment for the practice. John Doe's weighted percentage share is obtained by multiplying 15 units by 100 percent, multiplying 10 units by 50 percent, adding these two results, and dividing this sum by 25, the total number of units of the practice carried out. (15 times 100 percent equals 15, 10 times 50 percent equals 5, 15 plus 5 equals 20, 20 divided by 25 equals 80 percent.) Richard Roe's weighted percentage share is obtained in a similar manner or by subtracting 80 percent from 100 percent.

8. No entries will be made for a practice unless the practice was carried out in accordance with the specifications for the practice, and was approved by the county committee. No entries should be made for approved practices unless some units of the practice were properly carried out.

9. There will be entered in section III, column A a short descriptive title of the practice carried out, for example: "Contour seeding," "Contour strip-cropping," "Weed control," "Fertilizer," and "Dams" and also the practice code number.

10. When transferring entries for practices from NCR-47-17 to column B, section III of ACP-157, the extent of the practice shown on NCR-47-17 should be converted where necessary to the unit upon which payment will be computed, for example: 1,000 feet of standard terrace will be shown as "10.0;" 1,000 pounds of 0-20-0 will be shown as "10.0;" 500 trees as a tree planting practice will be shown as "5.0;" etc.

B. Entries on ACP-157. -- Obtain the entries on ACP-157 as follows:

HEADING OF FORM

Item to be Obtained	Where Obtained
State and county code and farm number	: Upper right-hand corner of NCR-47-17 : or NCR-47-5.
Farmland	: Upper right-hand corner of NCR-47-17 : or NCR-47-5.
Cropland	: Upper right-hand corner of NCR-47-17 : or NCR-47-5.
Pasture and Grazing Land (non-crop open pasture)	: Upper right-hand corner of NCR-47-17 : or NCR-47-5.
Commercial Orchards	: Make no entry.

SECTION III. DATA, COMPUTATIONS AND SIGNATURES

Items to be Obtained	:	Where Obtained
----------------------	---	----------------

The general instructions in this Part II should be carefully followed in making entries in section III of ACP-157, particularly for practices partly carried out with conservation materials or services and partly with cash materials or services and for priority practices.

Lines 1 to 9 inclusive: :

Column A. Practice identification :
Name of practice : Column (f) or column (a) - NCR-47-17
Practice number : Column (g) or column (b) - NCR-47-17
:

Column B. Units : Column (h) NCR-47-17 or column (c)
: NCR-47-17, whichever is the smaller

Note 1. - Farm ditches. - (Applicable in Indiana, Minnesota, Missouri, Nebraska and South Dakota, except for pooling agreement cases in Minnesota). Enter above the number of units in column B, the linear feet of the ditches constructed and circle such entry.

Note 2. - Tree planting applicable in all States except Wisconsin for forest purposes or gully control and also applicable for field windbreak and shelterbelt in Illinois. - Enter above the number of units in column B, the number of acres on which the practice was carried out and circle such entry.

Note 3. - Terraces (Applicable to diversion terraces in Indiana, Missouri, and Nebraska, and to all types of terraces in South Dakota). - Enter above the number of units in column B, the linear feet of the terraces constructed, and circle such entry.

Note 4. - Leveling land for irrigation (Applicable in Nebraska and South Dakota). - Enter above the number of units in column B, the number of acres on which the practice was carried out and circle such entry.

Note 5. - Spreader Ditches (Applicable in South Dakota). - Enter above the number of units in column B, the linear feet of the ditches constructed and circle such entry.

Note 6. - Reseeding Non-crop Open Pasture (Applicable in South Dakota). - Enter above the number of units in Column B, the acres of pasture reseeded and circle such entry.

Column C Rate : State practice handbook and supplements
 Columns F and H - Percentage Shares : Columns (i), (j), and (k) NCR-47-17

Note: - Where more than one approved practice has been carried out and where all persons sharing in the practices share in all the practices and each person's share in any of the practices is the same as his share in each other practice, no entry need be made on lines 1 to 9, columns F and H. In such cases, enter each applicant's share on line 10, column F or H.

Line 11, Column D - Minimum assistance available : NCR-47-17, item 11 or NCR-47-5 Column 15
 : (Not applicable in Missouri, Nebraska,
 : and South Dakota)

Line 12, Column D - Maximum assistance : NCR-47-5, Column 20 (Not applicable
 : in Missouri, Nebraska, and South Dakota)

Line 13, 1947 CMS deduction : ACP-64 or ACP-128 (include only 1947 CMS)

Line 14, Debts - Assignment : Register of Indebtedness, and Forms
 : ACP-69 (include CMS prior to 1947)

Note: - Entries for set-offs and assignments will be made in accordance with the order of priority set forth in Part I, APS-County-1, Revised. The examples shown in APS-County-1, Revised, should be followed in making entries for set-offs. Entries for deductions for failure to maintain practices and breaking out permanent vegetative cover should be made on these lines also. The amount of the set-off for an FCIC note for 1945 or a subsequent year should include interest charges computed in accordance with FCI General Procedure 5, Revised, and related instructions. Interest on such debts should be computed to the date on which computations in section III of the application are completed and the date to which interest is computed should be entered on the application as a part of the set-off entry or in some other available space. The indebtedness entries should identify the program under which the indebtedness arose and should include the amount of the debt, the amount number, if any, and any other information needed for proper disposition of the set-off.

Line 15, Name and complete mail address of producer : NCR-47-17. The name of the applicant
 : should be printed in block style: i.e.,
 : JOHN JONES, or typed. Where practical,
 : the Christian name, middle initial, if
 : any, and the surname of the applicant
 : should be printed to prevent mis-deliver.

: of the check. If the applicant lives
 : in a city his address should include
 : the name of the street and the house
 : number. If the applicant lives on a
 : rural route the route number and box
 : number should be included in the ad-
 : dress when necessary. If the check
 : is to be delivered in care of an agent,
 : the address shown should be that of the
 : agent and his name should be included
 : as a part of the address.

PART III. COMPUTATIONS ON FORM ACP-157

Make Computations with respect to Section III of ACP-157 as follows:

In Missouri, Nebraska, and South Dakota

Item to be Obtained	How Obtained
Items 1 D to 9 D Amount.	B times C.

Note 1. - Tree planting. - Where trees are planted for forest purposes or gully control determine that the payment does not exceed \$7.50 times the circled entry in column B.

Note 2. - Diversion Terraces. - (applicable in Missouri). Determine that the payment does not exceed \$0.08 times the circled entry in column B.

Note 3. - Diversion Terraces. - (applicable in Nebraska). Determine that the payment does not exceed \$0.10 times the circled entry in column B.

Note 4. - Terraces. - (applicable in South Dakota). Determine that the payment does not exceed \$0.025 times the circled entry in column B.

Note 5. - Farm Ditches. - (applicable in Missouri). Determine that the payment does not exceed \$0.08 times the circled entry in column B.

Note 6. - Farm Ditches. - (applicable in Nebraska and South Dakota). Determine that the payment does not exceed \$0.10 times the circled entry in column B.

Note 7. - Spreader Ditches. - (applicable in South Dakota). Determine that the payment does not exceed \$0.10 times the circled entry in column B.

Note 8. - Leveling land for irrigation. - (applicable in Nebraska and South Dakota). Determine that the payment does not exceed \$10.00 times the circled entry in column B.

Note 9. - Harvesting hayseed. - (applicable in South Dakota). Determine that the payment does not exceed \$70.00.

Note 10. - Deferred grazing. - (applicable in Nebraska and South Dakota). Determine that the acreage for payment does not exceed 25 percent of the acreage of noncrop open pasture.

Note 11. - Springs and seeps. - (applicable in South Dakota). Determine that the payment for a single development does not exceed \$200.00.

Note 12. - Reseeding noncrop open pasture. - (applicable in South Dakota). Determine that the units for payment do not exceed 6 times the circled entry in column B.

Item 10 D. Total of all practices	:	Add items 1 D through 9 D.
Items 1 G to 9 G. Payment share.	:	D times F. If the applicant's percentage share has been entered only in item 10 F make no entries in column G, lines 1 through 9.
Items 1 I to 9 I. Payment share.	:	D times H. If the applicant's percentage share has been entered only in item 10 H make no entries in column I lines 1 through 9.
Item 10 G. Total payment share.	:	Add the entries in column G lines 1 through 9. If no entries have been made in column G multiply 10 F by 10 F.
Item 10 I. Total payment share.	:	Add the entries in column I lines 1 through 9. If no entries have been made in column I multiply 10 D by 10 H.

Make no entries in items 11 D and 12 D and the first four spaces in line 13.

In all States except Missouri, Nebraska, and South Dakota

Item to be Obtained	:	How Obtained
Items 1 D to 9 D. Amount	:	B times C.

Note 1. - Tree planting. - (applicable in Illinois). Where trees are planted for forest purposes, gully control, field windbreak or shelterbelt, determine that the payment does not exceed \$7.50 times the circled entry in column B.

Note 2. - Tree planting. - (applicable in Indiana, Iowa, Michigan, Minnesota, and Ohio). Where trees are planted for forest purposes or gully control determine that the payment does not exceed \$7.50 times the circled entry in column B.

Note 3. - Farm ditches. - (applicable in Indiana). Determine that the payment does not exceed \$0.10 times the circled entry in column B.

Note 4. - Farm ditches. - (applicable in Minnesota, except for pooling agreement cases). Determine that the payment does not exceed \$0.08 times the circled entry in column B.

Note 5. - Diversion terraces. - (applicable in Indiana). Determine that the payment does not exceed \$0.10 times the circled entry in column B.

Note 6. - Harvesting hayseed. - (applicable in Illinois, Indiana, and Iowa). Determine that the payment does not exceed \$70.00.

Note 7. - Harvesting hayseed. - (applicable in Ohio). Determine that the payment does not exceed \$50.00.

Item 10 D. Total of all practices : Add items 1 D through 9 D.

If the entry in item 10 D is the same or less than the entry in item 11 D (or 12 D if an entry has been made therein), proceed as follows:

Items 1 G to 9 G. Payment share. : D times F. If the applicant's percentage share has been entered only in item 10 F make no entries in column G lines 1 through 9.

Items 1 I to 9 I. Payment share. : D times F. If the applicant's percentage share has been entered only in item 10 H make no entries in column I lines 1 through 9.

Item 10 G. Total payment share. : Add the entries in column G lines 1 through 9. If no entries have been made in column G multiply 10 D by 10 F.

Item 10 I. Total payment share. : Add the entries in column I lines 1 through 9. If no entries have been made in column I multiply 10 D by 10 H.

If the entry in item 10 D exceeds the entry in item 12 D and the percentage share for the applicant is entered in item 10 F proceed as follows:

Item 10 G. Payment share.	:	Item 12 D times 10 F.
	:	
Item 10 I. Payment share.	:	Item 12 D times 10 H.
	:	

If the entry in item 10 D exceeds the entry in item 12 D and the applicants' percentage shares have been entered in column F and column H, lines 1 through 9, proceed as follows:

Item 13. Credit for Priority Practices.	:	Add the amounts in column D for priority practices.
	:	
Item 13. Credit for Non-Priority Practices.	:	Add the amounts in column D for non-priority practices.
	:	
Item 13. Available for Non-Priority Practices.	:	Item 12 D minus item 13, Credit for Priority Practices.
	:	
Item 13. Adjustment factor.	:	Divide item 13. Available for Non-Priority Practices by item 13, Credit for Non-Priority Practices. Carry the results to six decimal places and round to four decimal places.
	:	
Items 1 E through 9 E. Adjusted Amount.	:	Transfer the amounts from column D for priority practices. Multiply the amounts in column D for non-priority practices by item 13, Adjustment factor.
	:	
Item E. Total adjusted amount.	:	Add the entries in column E lines 1 through 9 E.
	:	
Items 1 G to 9 G. Payment share.	:	E times F.
	:	
Items 1 I to 9 I. Payment share.	:	E times H.
	:	
Item 10 G. Total Payment share.	:	Add the entries in column G, lines 1 through 9.
	:	
Item 10 I. Total Payment share.	:	Add the entries in column I lines 1 through 9.
	:	

Applicable to All States

Item to be Obtained	:	How Obtained
	:	
Item 11 G. Increase in small payment.	:	Obtain from the table at the end of this Part III on the basis of the payment in item 10 G.
	:	
Item 12 G. Total payment earned.	:	10 G plus 11 G.
	:	

TABLE OF INCREASES IN SMALL PAYMENTS

- Any payment amounting to 71 cents or less shall be increased to \$1.00.
- Any payment amounting to 72 cents or more shall be increased in accordance with the following schedule:

Amount of payment computed:		: Increase in :	Amount of payment computed:		: Increase in :
payment			payment		
\$0.72 to \$0.73.....	\$0.29	:	\$27.00 to \$27.99.....	\$9.40	:
\$0.74 to \$0.76.....	.30	:	\$28.00 to \$28.99.....	9.60	:
\$0.77 to \$0.78.....	.31	:	\$29.00 to \$29.99.....	9.80	:
\$0.79 to \$0.81.....	.32	:	\$30.00 to \$30.99.....	10.00	:
\$0.82 to \$0.83.....	.33	:	\$31.00 to \$31.99.....	10.20	:
\$0.84 to \$0.86.....	.34	:	\$32.00 to \$32.99.....	10.40	:
\$0.87 to \$0.88.....	.35	:	\$33.00 to \$33.99.....	10.60	:
\$0.89 to \$0.91.....	.36	:	\$34.00 to \$34.99.....	10.80	:
\$0.92 to \$0.93.....	.37	:	\$35.00 to \$35.99.....	11.00	:
\$0.94 to \$0.96.....	.38	:	\$36.00 to \$36.99.....	11.20	:
\$0.97 to \$0.98.....	.39	:	\$37.00 to \$37.99.....	11.40	:
\$0.99 to \$1.99.....	.40	:	\$38.00 to \$38.99.....	11.60	:
\$2.00 to \$2.99.....	.80	:	\$39.00 to \$39.99.....	11.80	:
\$3.00 to \$3.99.....	1.20	:	\$40.00 to \$40.99.....	12.00	:
\$4.00 to \$4.99.....	1.60	:	\$41.00 to \$41.99.....	12.10	:
\$5.00 to \$5.99.....	2.00	:	\$42.00 to \$42.99.....	12.20	:
\$6.00 to \$6.99.....	2.40	:	\$43.00 to \$43.99.....	12.30	:
\$7.00 to \$7.99.....	2.80	:	\$44.00 to \$44.99.....	12.40	:
\$8.00 to \$8.99.....	3.20	:	\$45.00 to \$45.99.....	12.50	:
\$9.00 to \$9.99.....	3.60	:	\$46.00 to \$46.99.....	12.60	:
\$10.00 to \$10.99.....	4.00	:	\$47.00 to \$47.99.....	12.70	:
\$11.00 to \$11.99.....	4.40	:	\$48.00 to \$48.99.....	12.80	:
\$12.00 to \$12.99.....	4.80	:	\$49.00 to \$49.99.....	12.90	:
\$13.00 to \$13.99.....	5.20	:	\$50.00 to \$50.99.....	13.00	:
\$14.00 to \$14.99.....	5.60	:	\$51.00 to \$51.99.....	13.10	:
\$15.00 to \$15.99.....	6.00	:	\$52.00 to \$52.99.....	13.20	:
\$16.00 to \$16.99.....	6.40	:	\$53.00 to \$53.99.....	13.30	:
\$17.00 to \$17.99.....	6.80	:	\$54.00 to \$54.99.....	13.40	:
\$18.00 to \$18.99.....	7.20	:	\$55.00 to \$55.99.....	13.50	:
\$19.00 to \$19.99.....	7.60	:	\$56.00 to \$56.99.....	13.60	:
\$20.00 to \$20.99.....	8.00	:	\$57.00 to \$57.99.....	13.70	:
\$21.00 to \$21.99.....	8.20	:	\$58.00 to \$58.99.....	13.80	:
\$22.00 to \$22.99.....	8.40	:	\$59.00 to \$59.99.....	13.90	:
\$23.00 to \$23.99.....	8.60	:	\$60.00 to \$185.99.....	14.00	:
\$24.00 to \$24.99.....	8.80	:	\$186.00 to \$199.99.....	(1)	:
\$25.00 to \$25.99.....	9.00	:	\$200.00 and over.....	(2)	:
\$26.00 to \$26.99.....	9.20	:			:
:	:	:			:
:	:	:			:
:	:	:			:

(1) Increase to \$200.00.

(2) No increase.

PART IV. PRACTICES CARRIED OUT UNDER POOLING AGREEMENTS
FORMS ACP-153

A. Manager type pooling agreements. - Payment for practices carried out under approved pooling agreements in which a manager has been designated will be made to the person who has been selected as manager by the producers signing the pooling agreement. The approved units for the practice as shown on the pooling agreement or the entire extent of the practice carried out under the pooling agreement, whichever is the smaller, will be entered on the ACP-157 for one of the farms of the pool manager and the manager will be shown as having 100 percent interest in such practice. The pooling agreement number assigned by the State office preceded by the words "Pooling Agreement" will be entered in section III, column A of ACP-157 with the name of the practice. The original of the pooling agreement Form ACP-153 must accompany the pool manager's application for payment.

Payment for practices carried out under approved manager type pooling agreements will be computed in the regular manner. The payment earned by the pool manager will be added to any other payment earned by him on the farm on which the practice is shown and the increase in payment, if any, will be determined on the basis of this total. The pool manager will distribute the payment for the practice carried out under the pooling agreement among the persons entitled to share therein.

B. Non-manager type pooling agreements. - Payments for practices carried out under approved pooling agreements in which a manager has not been designated will be divided among the producers contributing to the practices on the basis of their respective contributions. Individual Forms ACP-157 will be prepared for farms participating in the pooling agreement and payments for practices other than pooling agreement practices will be computed thereon in the regular manner. A separate Form ACP-157 will be prepared for computing the payment for practices carried out under the pooling agreement. The original of the pooling agreement Form ACP-153 must accompany this pooling agreement ACP-157.

The pooling agreement ACP-157 shall be prepared as follows:

1. Enter the pooling agreement number assigned by the State office, preceded by the words "Pooling Agreement," in the upper right-hand corner.
2. Enter in Section III the practice description of the practice carried out under the pooling agreement, the number of units of the practice approved or the number of units of the practice carried out, whichever is the smaller, the payment rate, the percentage shares of the persons sharing in the payment, and the names of such persons. Where applicable, enter the minimum assistance available or the maximum assistance.
3. Compute the practice payments through line 10 in the usual manner except that for the farm ditch practice in Minnesota the \$8.00 per hundred feet limitation is not applicable.

The payments computed on the pooling agreement ACP-157 should be transferred to line 9, column G or column I, of the appropriate individual Forms ACP-157. The words "Pooling Agreement" followed by the pooling agreement number should be entered in column A, line 9 of the individual Forms ACP-157. Computations on the individual Forms ACP-157 will be completed in the usual manner, the payment for the pooling agreement practice being added to other payments earned by the applicant and small payment increase applied to this total.

The pooling agreement ACP-157, together with all its related Forms ACP-157, shall be forwarded to the State office in the same transmittal.

PART V. SIGNATURES OF APPLICANTS AND CERTIFICATION
OF COUNTY COMMITTEE

A. Signature of Applicants. - Applications should be mailed to applicants for the purpose of obtaining their signatures, or signatures may be obtained in other ways which will not take an undue amount of time or travel on the part of the applicants or representatives of the county office. Where applications are mailed they should be mailed with carbon intact. Generally, applications should be mailed first to absentee landlords, so, in the event the landlord does not return the application, the tenant will not be required to again sign an application.

Each applicant should be requested to verify his address and the data on the application and to sign in ink or with an indelible pencil in the space provided for his signature. His signature should be in English script and should agree with his name as printed on the form. His printed name should include his full Christian name, middle initial, if any, and surname.

Applications mailed each day should be posted in a mailing register. There should be posted the farm number of the application, the name of the person to whom mailed, and the date mailed. A daily check should be made to determine that applications are returned within a certain time in order that payments to other persons on the application may not be unduly delayed. Applications when mailed for signature should be accompanied by a letter which reads substantially as follows:

Dear Cooperator:

Enclosed is your application for payment under the 1947 Agricultural Conservation Program. You will receive an application for payment for each farm on which you have earned a payment.

In order that you may receive payment as soon as possible, please do the following things promptly:

1. CHECK THE APPLICATION to see that all approved practices which you carried out are shown, that the division of payment for these practices is properly shown, and that all other information is correct.

2. SIGN YOUR NAME (do not print) beneath your printed name on the application.
3. CHECK THE MAILING ADDRESS shown above your signature. Correct the address if necessary. If you move to a new address after signing your application, notify your postmaster and this office.
4. RETURN THE APPLICATION after you have signed it to

Mr. _____, Chairman.
(Name of Chairman)

(Name of County)

County Agricultural Conservation Committee, _____

(State)

If you have evidence showing that the payments or other data are not correct, please forward such evidence to this office immediately together with the enclosed application in order that any necessary corrections may be made before you sign the application.

Be sure that your signature agrees exactly in spelling with your printed name. If the printed name has been misspelled or incorrectly shown, sign as you usually do, and correct the printed name to agree with your signature. You must sign your full Christian name, middle initial, if any, and surname. Please return to this office all of the copies of the application which are enclosed with this letter.

Very truly yours,

Chairman, County
Agricultural Conservation Committee

If more than one applicant will sign the application an insert which reads substantially as follows may be mailed with the application.
Notice:--Your payment can be made more promptly if you will forward this application and the attached letter to the other person whose name appears on this application, who will then return it to this office.

If the signature of an applicant is affixed by mark, such signature must be witnessed by at least one disinterested person whose signature must be in English script, in the original, and handwritten,

If a married woman signs an application in her individual capacity, she should include in her signature her own first name and middle name, if any. She should not sign the name of her husband preceded by the word "Mrs." such as "Mrs. John Doe." If she is acting in a representative or fiduciary capacity, she should sign in the same

style as her name appears on her letter of authority. Likewise her name should be shown on the application in the same style as it is shown on legal papers, wherein she is shown as a principal.

B. Certification of county committee. - Check Forms ACP-157 to determine that the signature of each applicant is the same as his printed name. If the printed name and the signature do not agree, determine whether the printed name and the signature refer to one and the same person. If they do refer to the same person, correct the printed name to agree with the signature and initial the correction. If the applicant has made a correction in his printed name or address, initial the correction. Do not alter the signature or initial a correction made by the applicant in his signature. An illegible signature is acceptable unless it is not believed to be the applicant's signature.

After an application has been signed, a member of the county committee should affix his signature in the space provided therefor. Where the application will be received in the State office after December 31, 1947, the date of filing in the county office shall be entered in the space provided therefor.

PART VI. TRANSMITTAL OF FORMS

When Forms ACP-157 have been certified by the county committee, all regular Forms ACP-157 and all supplemental Forms ACP-157 which have been signed, will be listed on RF-10 for transmittal to the State office. All data on RF-10 shall be typed.

Forms ACP-157 will be listed on RF-10 in farm number order. The carbon must not be removed from such forms in the county office. Regular Forms ACP-157 and supplemental Forms ACP-157 may be listed on the same sheet of RF-10. However, where this is done regular Forms ACP-157 should be listed first, followed by supplemental Forms ACP-157. Each group of forms should be listed in separate columns on RF-10 and separate totals should be shown for regular Forms ACP-157 and supplemental Forms ACP-157. Not more than 100 forms should be listed on one sheet of RF-10. The forms included in a transmittal should be arranged in the same order in which they are listed on the transmittal sheet.

The last copy of each supplemental Form ACP-157 which has not been signed should be attached to the regular Form ACP-157 for the same farm, and transmitted to the State office at the same time the regular Form ACP-157 is forwarded to the State office. The copies of supplemental Forms ACP-157 will in no instance be listed on RF-10.

After Forms ACP-157 have been listed on RF-10, an appropriate notation or mark should be made opposite the farm number on the Progress Record, NCR-47-5, for each form to indicate that such form has been transmitted to the State office. If, when making this notation for a farm it is found that an ACP-157 has previously been forwarded to the State office, a

determination should be made as to whether such form is a duplicate of the form previously submitted to the State office. If such form represents a change over the original form which has been transmitted, send to State office with explanatory letter in accordance with applicable claims and adjustments procedure.

Forms to be mailed to the State office may be sent by the United States Postal Service without charge if such forms weigh 4 pounds or less, and it is indicated on the package that the Government free mailing privilege is being used. If the forms weigh more than 4 pounds, they should be sent by parcel post and the postage should be prepaid. All forms which are mailed to applicants may be mailed without charge in envelopes of the Production and Marketing Administration. However, under no circumstances shall envelopes of the Production and Marketing Administration be sent to applicants for their use in returning forms.

PART VII. HANDLING OF SUSPENDED CASES

Forms ACP-157 which are suspended in the State office will be corrected in the State office wherever possible and relisted on an RF-10 in the "300" series. Where a form cannot be corrected in the State office, it will be forwarded to the county office for correction. In such cases the form, when corrected and initialed, will be resubmitted to the State office on Form RF-10 with forms which are being transmitted to the State office for the first time.

Forms ACP-157 which are suspended by the General Accounting Preaudit Office will be returned to the county office with one copy of the preaudit difference statement.

When an application is corrected for the reason for which it was suspended the member of the county committee who signed the form should initial the correction. If the change is one which in accordance with the preaudit difference statement requires a statement of explanation, a reply shall be made by the county committee on the preaudit difference statement or attached to the application as a separate statement. When the application has been corrected and initialed, it will be returned by the county office to the State office to the attention of the Clearance Unit. Such cases will not be listed on RF-10.